

Developing Educational Sessions

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Developing Educational Sessions for Faculty, Staff, and Students

- ▶ Participants will learn strategies for successful sessions to engage faculty, staff, and students into external funding.
- ▶ How to develop sessions
- ▶ Different ways to engage attendees
- ▶ Examples of some ideas that really worked
- ▶ Some ideas that didn't work

What is an Educational Session?

- ▶ Faculty members don't want to be "Trained" these are "workshops" or "educational sessions"
- ▶ We aren't "working out" or "training" for a race

The screenshot shows a web browser window with multiple tabs open. The active tab is the Northern Michigan University Grants and Contracts Office website. The URL bar shows www.nmu.edu/grantsandcontracts/. The website has a green header with navigation links: HOME, FUTURE STUDENTS, CURRENT STUDENTS, ONLINE STUDENTS, ALUMNI, VISITORS, EAN, MyNMU, A-Z, BOOKSTORE, APPLY, GIVE, EVENTS. Below the header is a dark green navigation bar with links: POST AWARD, ABOUT, ENROLL, ACADEMICS, Internal Opportunities, SPORTS, CAMPUS LIFE. The main content area features a section titled "Grants and Contracts News" with the following text: "Internal funding for Northern Michigan University faculty, staff and students exists to enhance the academic experience and professional growth by providing financial support for new initial research projects, scholarly activities, papers for publication and creative works. [More information and deadlines.](#)" Below this is a sub-header "Grants and Contracts News" followed by a bold announcement: "Fall 2017 Grants and Contracts Office Educational Sessions have been scheduled". The text continues: "To learn about any of the following sessions or to sign up please [click here.](#)" and lists the sessions: "Sessions include: New Faculty Tech Talks, NEH Summer Stipend Session, NSF Major Research Instrumentation Session, External Funding - Four Part Series, Faculty Grants and Internal Funding Opportunities, and National Science Foundation Graduate Student Fellowship." Another section titled "Tune In Virtually to the NSF Grants Conference" states: "If you can't make it to Phoenix this November (13-14) to experience the Fall 2017 National Science Foundation (NSF) Grants Conference, enjoy it virtually by registering [here.](#)" and mentions: "A wide range of current issues at NSF will be discussed, including: the state of current funding, new and current policies and procedures, and pertinent administrative issues." The final section is titled "Department of Education Receives Teacher Education Program Funding". The Windows taskbar at the bottom shows the search bar, task view, and several application icons, with the system clock displaying 1:11 PM on 10/22/2017.

How did development of these sessions start?

This may or may not work for you

What drives these sessions?

- ▶ Started with an increase in proposal submission
 - ▶ Faculty needed a basic knowledge of what needed to be completed when submitting a proposal
- ▶ My own background in Training and Development
 - ▶ This isn't necessary
- ▶ Faculty "feeling" as though they are not supported
 - ▶ We give them enough knowledge so they feel more empowered!

Where to start?

How to develop sessions

Let's Go!

- ▶ Started with basic overview of our office session
 - ▶ “Overview of External Funding”
 - ▶ Gave a broad view of what our office does and how we can assist faculty - from here faculty gave ideas on what they wanted from our office (the driving force for these sessions).
- ▶ What are your needs in your office?
 - ▶ What gaps currently exist?
 - ▶ Do faculty not know about internal paperwork (transmittal)?
 - ▶ Does your office have a submission/proposal deadline that faculty are unaware of?
 - ▶ Are there reporting deadlines that your faculty are not meeting?

What do you want your outcome to be?

- ▶ Do not base on attendees
 - ▶ But good to count to address interest and future growth of sessions
- ▶ More complete proposals to your office
- ▶ Understanding of budgeting, indirect costs, etc.
- ▶ Faculty, staff, students know your office exists

Knowing what you want your outcome to be will drive the development of your session

Engage Attendees

What does it take?

What can you do?

- ▶ Use what other university Sponsored Programs Offices have done
 - ▶ Contact them for presentations/session outlines/handouts
- ▶ Remember you are an expert in the field
 - ▶ Faculty do actually listen and trust you!
 - ▶ Remind faculty, staff, students you are in a supportive role
 - ▶ You are protecting the faculty member, the university and the sponsor
 - ▶ Adhering to guidelines, so the faculty member does not have to be an expert
- ▶ Make session exciting (as much as you can)
 - ▶ Bring in “guest” speakers
 - ▶ An individual from accounting (to talk about budgeting)
 - ▶ Host a panel discussion involving other faculty (those who have served as reviewers for other proposals)

What worked

These ideas have been awesome!

Yes! These worked for me!

- ▶ Asking faculty what they wanted
 - ▶ Arts and Humanities felt underrepresented
 - ▶ Bring in a program officer from Fulbright
 - ▶ Or...did this really work?!
- ▶ Looking at the office needs
 - ▶ What weren't faculty doing that we needed them to
 - ▶ We HAVE a "Grants and Contracts Office"
 - ▶ Students submitting proposals with no one knowing
 - ▶ Began series of sessions geared for students (sent to faculty to let their students know)

Simple Evaluation

- ▶ Three Questions!
 - ▶ Was this session useful? Why or why not?
 - ▶ Is there anything that was not covered that you would like addressed?
 - ▶ Do you have ideas for additional sessions for the Grants and Contracts Office?

Evaluation
External Funding, Session 2
October 17, 2017

1. Was this session useful? Why or why not?

YES ENJOYED REVIEW OF THINGS TO INCLUDE

2. Is there anything that was not covered that you would like addressed?

NOT RIGHT NOW

3. Do you have ideas for additional sessions for the Grants and Contracts office?

What also worked

- ▶ Set up RSVP system
- ▶ Send reminders a day prior to the session
- ▶ I offer coffee at 8am sessions and juice/beverage at Noon session
- ▶ Certificate after attending the session
 - ▶ Currently only offered at the end of the 'External Funding Four Part Series'
 - ▶ Should they be offered for every session attended?

If you can...

- ▶ Talk to individuals who have a training background
 - ▶ Do you have an office on campus? (NMU Center for Teaching and Learning)
- ▶ Join a Training and Development Professional Organization
 - ▶ International Society for Performance Improvement (ISPI)
 - ▶ Association for Talent Development
 - ▶ Formerly ASTD
 - ▶ Attend one of their conferences or regional events (Large event in Twin Cities every two years)
 - ▶ Great ideas can start here/learn new resources available

GRANT

by Kristin Beck

the simple way



Refine your idea

Define what you want to do and how you want to do it



Budget

The budget must be finalized prior to submission; Don't worry, the Grants and Contracts Office helps!



Transmittal

must be routed prior to the submission of the application



Contact

the Grants and Contracts Office as early as possible with your idea(s)



the grants and contracts office will make a checklist & timeline for each opportunity you are planning on applying for



The Grants and Contracts Office, you (the PI) and the controllers office will all monitor the status of your application



meet

with the grants and contracts office to find possible funding opportunities



Together

we will make a list of possible funding opportunities



When awarded a meeting will be set up between applicable parties to review and go over next steps



Back to the Drawing Board

These ideas didn't work so well

- ▶ Don't quit before the idea/sessions have time to grow and become part of your office procedures
 - ▶ This can take years - don't give up
- ▶ Some sessions, no-one shows up or RSVP's for sessions
 - ▶ I have started cancelling sessions when no one RSVP's
 - ▶ Then...people show up
- ▶ Sometimes faculty leave reviews that aren't helpful
 - ▶ "...have higher up officials at the university understand more about grant funding"
 - ▶ Yes...I will try that

What I can improve on:

There is always room for improvement!

- ▶ Have more “workshop” type sessions, less PowerPoint!
- ▶ Time! (Make sessions shorter or schedule for longer periods of time)
- ▶ Tracking of individuals who come to sessions and submit a future proposal
- ▶ Use more tools that are available to faculty in the classroom for their own teaching
 - ▶ “Clickers”
 - ▶ It can give faculty an idea of how to implement these resources in their own classroom
- ▶ Expand sessions/topics
 - ▶ Difficult with my change in position at NMU (but trying to fit in as time allows)

Questions/Discussion

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